NUV 4 1953

MEMORANDUM FOR: General Counsel

Director of Security

Auditor-in-Chief

Acting Personnel Director

Acting Comptroller

Chief, Logistics Office

Chief, General Services Office

Chief, Medical Staff

SUBJECT

: Use of Abbreviations

- 1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.
- 2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.

STATINTL

L. K. WHITE Acting Deputy Director (Administration)

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